



United States Department of the Interior
FISH AND WILDLIFE SERVICE
Mountain-Prairie Region

Date: May 16, 2005

REGIONAL DIRECTOR'S ORDER NO. 4

Subject: Regional Work Schedules

Sec. 1. What is the purpose of this Order? This Order amends the Region 6 Work Schedule Policy to include the option of a flexible lunch period for an employee on the Gliding Work Schedule.

Sec. 2. To whom does this Order apply? This order applies to all Region 6 employees who are on the Gliding Work Schedule.

Sec. 3. What are the authorities for taking this action? Regional Director Memorandum dated August 30, 2000, Subject: Regional Work Schedules; U. S. Fish and Wildlife Service Manual, 226 FW 1, Hours of Duty, dated December 17, 2003.

Sec. 4. Why are these changes to the Gliding Work Schedule being implemented? A flexible lunch period allows the employee the option of extending the length of their lunch period on any day, allowing them to schedule appointments, run errands, or to spend their mealtime with family members.

Sec. 5. What has changed? The Gliding Work Schedule is amended to allow for a flexible lunch period. As such, two flexible work bands are established as follows:

- a. The morning core work hours are from 9:00 a.m. to 11:00 a.m. (allowing for an arrival time between 6:00 a.m. and 9:00 a.m.);
- b. The afternoon core work hours are from 1:00 p.m. to 3:00 p.m. (allowing for a departure time between 3:00 p.m. and 6:00 p.m.);
- c. Lunch period is taken between 11:00 a.m. and 1 p.m.

Sec. 6. What is the lunch period timeframe for an employee on the Gliding Work Schedule? The flexible lunch period is taken any time between 11:00 a.m. and 1:00 p.m.

Sec. 7. What is the minimum and maximum length of the lunch period for employees on the Gliding Work Schedule? The minimum required lunch period is a half-hour and the maximum is two hours. An employee may lengthen their lunch period to any amount of time within the limits of the flexible lunch period (11:00 a.m. to 1:00 p.m.). An employee may lengthen their lunch period (within the timeframe) on a day-to-day basis. For example, an employee may take a half-hour lunch period on Monday, Tuesday, and Wednesday; an hour-and-a-half on Thursday; and an hour on Friday.

Any increase beyond the required minimum half-hour lunch period must be made up at the beginning or end of the same day, or with approved leave.

Lunch breaks longer than two hours or a deviation from the normal lunch period may be authorized on a case-by-case basis.

Sec. 8. What is the responsibility of immediate supervisors? Supervisors may establish set lunch period(s) for a specific employee or groups of employees to meet operational needs. In this case, a supervisor will normally provide the employee(s) with advance notice of this requirement and the justification. The supervisor must specify the date(s) for which the set lunch period(s) will be in effect.

Sec. 9. How is office coverage established for lunch periods? Cooperation between staff working the Gliding Work Schedule and the supervisor is essential to ensure necessary coverage is provided during normal office hours.

Sec. 10. Who can I contact for additional information? The Region 6 Human Resources Office, Employee Relations Branch.

Sec. 11. When is this Order effective? This order is effective immediately.

Sec. 12. When does this Order expire? This Order does not expire, unless amended, superseded or rescinded.

Director

Regional

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/s/ Ralph O.

REGION 6 WORK SCHEDULES

Any work schedule other than described below must be approved by the Deputy/Regional Director.

1. Established Work Schedule. The established Basic Work Schedule for all employees in the Region is a basic workweek of 40 hours a week, 8 hours a day, scheduled on 5 days, Monday through Friday when possible, and the 2 days outside the basic workweek are consecutive.
2. Alternative Work Schedules (see below). All alternative work schedules must be documented on Form 3-261, Documentation of Unusual Tour of Duty, and be approved by the supervisor.

	Basic Plan	Four-Day Plan	5/4-9 Plan	Gliding Plan
Basic Work Requirement	A full-time employee works 8 hours a day, 40 hours a week, and 80 hours a pay period. The supervisor determines the number of hours a part-time employee must work and the number of hours in a pay period.	A full-time employee works 10 hours a day, 40 hours a week, and 80 hours a pay period. The supervisor determines the number of hours a part-time employee must work in a 4-day workweek, and the number of hours in a pay period.	A full-time employee works 80 hours in 9 days a pay period, no more than 9 hours a day. For example, under this plan, a full-time employee could work eight 9-hour days, one 8-hour day, and have 1 non-work day during a pay period. The supervisor determines the number of hours a part-time employee must work in a 9-day period.	A full-time employee works 8 hours a day, 40 hours a week, and 80 hours a pay period. The supervisor determines the number of hours a part-time employee must work in a week. Flexible and core hours are established, to include core hours with flexible hours before and after the core period, and the options to flex lunch times during the established core lunch period. Employees must work during the core hours or be in a leave status. Employees may vary arrival and departure times, as well as lunch breaks, on a daily basis during the established flexible hours.
Tour of Duty	The tour of duty is established by the supervisor between 6 am and 6 pm. Arrival between 6 am and 9 am. Core hours are 9	The tour of duty is established by the supervisor between 6 am and 6 pm.	The tour of duty is established by the supervisor between 6 am and 6 pm.	Arrival between 6 am and 9 am. Core hours are between 9 am - 11 am and 1 pm -3 pm. Departure between 3 pm and 6 pm.

	am to 3 pm. Departure between 3 pm and 6 pm.			
Core Hours	Not Applicable	Not Applicable	Not Applicable	Between 9 am – 11 am and 1 pm - 3 pm, with a flexible lunch period between 11 am - 1 pm.
Overtime Work	Overtime work is work ordered and approved in advance by management, and is in excess of 8 hours per day or 40 hours per week.	Overtime work is work ordered and approved in advance by management in excess of 10 hours per day or 40 hours per week. For part-time employees, overtime would be any hours in excess of the daily requirement or in excess of 40 hours per week.	Overtime work is work ordered and approved in advance by management in excess of basic daily work requirement or 40 hours per week. For part-time employees, overtime would be any hours in excess of the daily requirement or in excess of 40 hours per week.	Overtime work is work ordered and approved in advance by management, and is in excess of 8 hours per day or 40 hours per week.
Credit Hours	Not Authorized.	Not Authorized	Not Authorized	Can be earned at a rate of 2 hours per work day and 8 hours on a non-work day. An employee can only maintain a balance of 24 hours. A one-time initial approval must be obtained from the supervisor before an employee can begin to earn credit hours. Supervisor's approval must be obtained in order to use earned credit hours.
Temporary Duty (travel, training, etc.)	Must follow the work schedule at the temporary work site.	At the discretion of the employee's supervisor, the employee may remain on the compressed schedule.	At the discretion of the employee's supervisor, the employee may remain on the compressed schedule.	Must follow the work schedule at the temporary work site.
Lunch Period	Required half-hour between 11 am and 1 pm. Supervisor may authorize lunch outside the established lunch period. A permanent 1-hour lunch may be	Required half-hour between 11 am and 1 pm. Supervisor may authorize lunch outside the established lunch period. A permanent 1-hour lunch may be	Required half-hour between 11 am and 1 pm. Supervisor may authorize lunch outside the established lunch period. A permanent 1-hour lunch may be	Required half-hour minimum during the core lunch period from 11 am to 1 pm. Employees may extend their lunch time as desired during the

	established with approval of the supervisor by extending the work day.	established with approval of the supervisor by extending the work day.	established with approval of the supervisor by extending the work day.	lunch core period and adjusting the work day within established core hours to compensate for the extra lunch time beyond the required half-hour minimum.
Timekeeping	ALL employees will be required to fill out bi-weekly time record that will record hours worked each day and any leave taken. The employee will submit time record to the supervisor for review, the supervisor will review and initial the record, then submit the record to the timekeeper for input into FPPS. No record can be entered into FPPS without the supervisor's or acting's initials.	ALL employees will be required to fill out bi-weekly time record that will record hours worked each day and any leave taken. The employee will submit time record to the supervisor for review, the supervisor will review and initial the record, then submit the record to the timekeeper for input into FPPS. No record can be entered into FPPS without the supervisor's or acting's initials.	ALL employees will be required to fill out bi-weekly time record that will record hours worked each day and any leave taken. The employee will submit time record to the supervisor for review, the supervisor will review and initial the record, then submit the record to the timekeeper for input into FPPS. No record can be entered into FPPS without the supervisor's or acting's initials.	ALL employees will be required to fill out bi-weekly time record that will record hours worked each day and any leave taken. The employee will submit time record to the supervisor for review, the supervisor will review and initial the record, then submit the record to the timekeeper for input into FPPS. No record can be entered into FPPS without the supervisor's or acting's initials.